

MOST FREQUENTLY USED WORDS

Connected Copy - Speed Focus

Each paragraph contains two occurrences of each of the words in a specific 10-word group from the first three lists of high frequency words.

Directions:

1. Practice keying each sentence separately at least twice.
2. Then time how long it takes to type the entire paragraph.
3. Repeat the paragraph trying to increase speed with each typing.

than - many

Dear Accounting Department: I send my many thanks for sending my department two copies of the invoice. We made a copy of the invoice for each of our department heads, only to find out that each of our department heads has already received two. Many departments made more than they needed.
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